



CITY OF CARLSBAD
*A great place to make a living.
And a life.*

Emergency Preparedness Coordinator

Annual Salary \$64,100 - \$88,100

Position Open Until Filled
First application review: February 14, 2007

San Diego Society For Human Resource Management

Workplace

Excellence

2006



The Community

Carlsbad is a picturesque coastal community located 30 miles to the north of San Diego and 70 miles to the south of Los Angeles. The scenic Pacific coastline and renowned flower fields create an optimal environment to live, work and play. The City strives to attract and retain top tier businesses while maintaining a small town community spirit and protecting the city's environment and natural resources. Carlsbad is also recognized for its progressive and stable city government. The City's current population is expected to grow from 98,000 to 127,800 at build out. Carlsbad is a city committed to continued financial stability, a high quality of life and top quality services for its citizens as well as habitat, environmental and clean water programs. The City is a full service municipality which provides its own safety services, parks and recreation, library, community development, public works, and water and sewer services.

The Position

Under functional direction, will perform professional, technical and administrative work relating to the coordination of the City's Emergency Preparedness Program.

This is a non-sworn position. The primary function is to direct and coordinate the City's Emergency Management Team, developing, coordinating and conducting emergency preparedness response training and representing the City at state, county and regional meetings maintains the City's Emergency Operations Plan and related documents.

Manage all aspects of the City's Emergency Preparedness Program; including but not limited to the City's mitigation, preparedness, response and recovery capabilities, including all after-action reports and documentation.

Establish and coordinate emergency planning services planning and provide public educational information on emergency mitigation, preparedness, planning, response and recovery with the City, School Districts, adjacent jurisdictions, utilities, business, industry, other governmental agencies and community groups; prepare specialized disaster plans designed to meet the needs of various sections of the community.

The Position...continued

May represent the City at Unified Disaster Council (UDC), operational area, regional and state level meetings related to emergency preparedness.

Manage and coordinate the Emergency Operations Center (EOC).

Supervise the maintenance of emergency preparedness records and files to assure compliance.

Develop, coordinate and conduct emergency preparedness response training, including facility evacuation and all required National Incident Management System (NIMS) training for City staff.

Develop, organize, coordinate in-house training programs; assist in development of course outlines and presentation materials.

Prepare, monitor and make recommendations for programs' budgets. Research and prepare reports regarding programs as required.

Give presentations to groups, such as City Council, City staff, and outside groups as needed.

Supervise employees or volunteers; monitor workflow; assign and prioritize work activities; recommend methods and procedures.

Perform other related duties as assigned.

Experience & Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be, equivalent to a bachelor's degree from an accredited college or university and three years of professional level administrative, operations or related experience working in a public agency and performing duties which are closely related to the functions of this position.



Qualifications

Knowledge of:

- Principles and practices of emergency preparedness planning, management and response procedures.
- Methods and techniques in emergency preparedness training.
- Community emergency and disaster support and assistance resources.
- Federal, state, county and local regulations, policies and guidelines related to civil defense, disaster and emergency preparedness
- Principles and practices of organization, administration, budget and human resources management.
- Research methods and techniques and methods of report presentation.

Ability to:

- Manage and coordinate disaster and emergency preparedness programs.
- Coordinate emergency preparedness training programs.
- Analyze complex administrative and operational problems, evaluate alternatives and reach sound conclusions.
- Collect, evaluate and interpret varied narrative and statistical information.
- Prepare and present accurate and concise reports, procedures and other written materials.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Supervise, train, and evaluate assigned staff or volunteers.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

This is an at-will Management classification.

EQUAL OPPORTUNITY EMPLOYER

Environmental Setting & Physical/Mental Demands

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.



The Compensation

Annual Salary Range
\$64,100—\$88,100

- Incentive pay program
- PERS 3% @ 60 retirement formula
- Health benefits include medical, dental, vision and life insurance
- Flexible spending accounts
- Paid holidays, vacation and sick leave
- Interest free computer purchase programs
- Tuition reimbursement program

The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.

Selection Process

A City Application is required. It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Resumes are permitted, they will not be accepted in lieu of a completed application. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. Final candidates will have experience and educational background verified and will be required to furnish references.

Application materials may be obtained from
and submitted to:
City of Carlsbad
Human Resources Department:
1635 Faraday Avenue, Carlsbad, CA 92008
Phone (760)602-2440 Fax (760) 602-8554
Or online at www.carlsbadca.gov/hr

City Mission Statement

To provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work, and play in Carlsbad.

